



## Online School Payment Facility



We have introduced a facility to allow you to pay school expenses securely online with your debit or credit card.

**\*\*\*We would encourage ALL parents to avail of this facility\*\*\***

### **ACTIVATION** – PLEASE ACTIVATE YOUR ACCOUNT AS PROMPTLY AS POSSIBLE:

- Click on the Easy Payments Plus button on the school's website.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your preferred email address and a password to activate your account.
- You can then use this email address and password to login and make payments.

### **PAYMENT**

- Go to the school's website and select the Easy Payments Plus button.
- Login using the email address and password you input during account activation.
- Follow the instructions to select the item(s) to pay and enter your card details.
- You will receive a receipt via email for every payment you make.
- From then on you can login to your account at any time and look at payments you have made and any instalments you have setup.

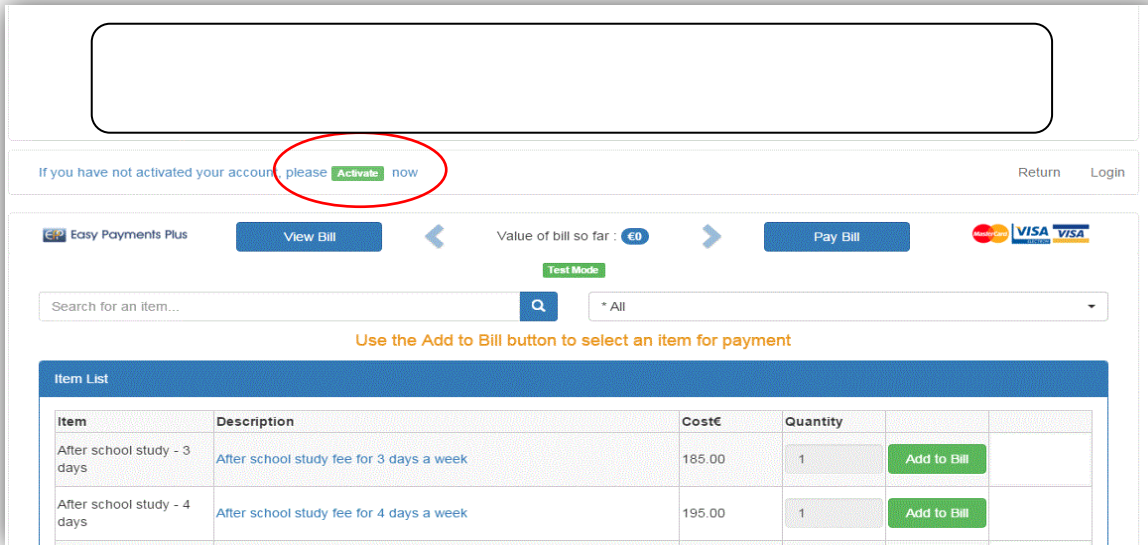
### **SECURITY**

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder's data is managed securely.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

If you have any questions please do not hesitate to contact the school.

## How does a parent activate their account?

1. Go to the school's website.
2. Click on **Activate** button.



3. Input mobile number and surname (as per the school's records).

Please enter your mobile phone number and Surname below.

An activation code will be sent to your mobile phone.

Please use this code on the next screen to activate your account.

Mobile Number

Surname

4. Easy Payments Plus will try to match the above data against the school's EPP database. If a match is successful, then the parent will be texted a code to their mobile phone.

5. The parent then completes their account activation by inputting the data on the screen below:

Mobile Number

851234567

E-Mail Address

Activation Code

New Password

Retype New Password

- Tick if you want to receive text notifications from Demo School AAAA
- Tick if you want to receive email notifications from Demo School AAAA
- Check this box to agree to our terms and conditions

Activate Account